

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling S	ection.	,			
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE			
Application Date	Department of Public Safety	Application Number			
January 18, 1980	Driver Support Division	76-346-A			
Application Number	No -Fault Insurance and Permits Secti	On Date Received Date Completed			
	959 E. Confederate Ave. S.E.	JAN 2 3 1980 JAN 3 1 1980			
2. Parasa ta Contant	Atlanta, Georgia	1980			
2. Person to Contact Sgt Dowdy	Working Title Supervis	Telephone Number 6639			
3. Action Requested					
	Schedule; récord will continue to accumulate.				
	cumulation; no further accumulation anticipated.	_			
c. Amend Application		ercede; D Void			
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if different)				
1978 present	Automobile Liability Policy Cand	celation Notice Files			
6. Division and Office Function	What is the function of the Division and the Office	e in which this record series is created?			
•					
•					
	related and				
		-			
		•			
1					
	•				
·	ence the state of	to program in the contract of			
7. Record Series Description	This file contains the following documents (include form Attach samples of the file.	n numbers and titles, if any):			
Documents relating to:	Attach samples of the file.				
	Documents re-				
Included are:	lating to maintaining notification				
	by insurance company that individ-				
•	ual's automobile liability policy				
	has been cancelled, and to maintain-				
• .	ing an index to the No-Fault Suspen-				
	sion Notice File. Included are Can-				
·	cellation Notice (FR-4). Files are				
· · · · · · · · · · · · · · · · · · ·	arranged alphabetically by name of individual.	*			
•	Individual, ,				
File is arranged:	·				
· ·					
8. Monthly Reference Rate	How often are records referred to which are:				
•	; Seven to twelve months old; Thirte	en to twenty-four months old			
twenty-five months and older	r	•			
9. Annual Rate of Accumulatio	n of Records				
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)			
	.• .	· · · · · · · · · · · · · · · · · · ·			

YES NO 10. Questionnair	e (Place an '	'X" in the proper o	olumn)	*
a. Is this the of	= =	he series?	• • •	
		idential information	n requiring security handling? If yes, cite law or reg	julation.
c. Is this a vital	record?			
***		al or long term rese		
	two documents e scheduled sep		necessary to keep the entire file for a long period, c	ould these
			published? If yes, attach copy.	
g. Is the inform	ation contained	باہے ہ	analyzed and/or recorded in a summarized report?	
If yes, attach	copy.	regrine in value offic	e, or in another office or agency?	A STRUCTURE 18.
If yes where	7			
i. Is this series	lor a major por	tion of it) regularly	microfilmed?	
Does the reco	ord series result	in a computer prin	tout?	
11. Retention Requirements		ne tollowing requir	res the series to be kept: see below	•
a. State Law		·years.	d. Audit period	years.
b. Statute of limitation		years.	•	years.
c. Federal law	Y	years.	f. Federal retention instructions	years.
Attach copy or excerpt of	f laws or regulat	tions Explain admir	nittrative need	
	and the second second	garage and the second	41 11 11 11 Name 1	ac '
This Informati	on is no l	onger needed	once individual is reinsured.	
	•		•	
12. Approved Disposition Ins			ends that the file series be cut off at the end of each	:
	<u>.</u>	Calendar Year;	Fiscal Year; 🗆 🗷 thersee below	then,
☐ Hold in the current fil	les area	month(s)	vear(s): then	
☐ Transfer to local hold				
☐ Transfer to State Reα	ords Center; ho	ldyea	r(s); then	
Destroy.Transfer to State Arch	nives for posma	nont rotantian		~
Other (Specify)	nives for permar	dent retention.		
		•		
Upon proof of ins	surance, wi	thdraw record	from active file and destroy immedi	iately.
	•		$S_{ij} = S_{ij} = S_{ij}$	
		17 317	taus Cartain	
	•	Title		-
		`		
				•
	-		••	,
These instructions apply	to all prior and	future accumulation	ons of the series	•
These made decising approp	to an prior and		or the series.	
Agency Head/Designee (Sign	ature)	Date	Records Management Officer (Signature)	Date
And Lagrice	- La	21300180	MOD will love	1 31 199
1 1	<u> </u>			Janafil
Recommendations in para-		**************************************	State Records Committee (Signature)	∨ Date
graph 12 are approved.	State Au	ditor/Designee	James I.	1-29-80
(If disapproved, attach letter	\$ (X)	(2		- 1-00
of explanation.)	Secretary c	State/Designee	Carroll Hart	11-28-80
. '	Attorney (General/Designee	1/1/18/1/2011	1-30 80
19-50-71	- Accounted	Serieral/Designee	1 () V V V V V V V V V V V V V V V V V V	



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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section, FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Georgia Department of Public Safety Application Date **Application Number Uniform Division** 76-346 10/25/76 No Fault Section Application Number Date Received Date Completed 959 East Confederate Avenue, S. E. NOV 2 9 1976 DEC 17 1976 Atlanta, Georgia 30316 2. Person to Contact Working Title Telephone Number 656-6116 **Captain Harris** Supervisor 3. Action Requested b.

Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 6-1-75 Present **Automobile Liability Policy Cancellation Notice File** 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Uniform Division is responsible for the patrol of streets and highways to insure the safety of lives and property: the investigation of motor vehicle accidents and the computation of related statistics; the licensing of citizens to operate motor vehicles and the suspending or revoking of licenses; and the supervision of motor vehicle inspection records and the distribution of motor vehicle inspection stickers and other related documents. The Division must be available when called upon in the event of civil disorders or natural disasters and is responsible for the safety of the Governor of the State of Georgia and his family. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Maintaining notification by insurance company that individual's Automobile Liability Policy has been cancelled and to maintaining an index to the No Fault Suspension Notice File. Included are: Cancellation Notice. (FR-4). File is arranged: Alphabetically by individual's name. S. 11-11 8. Monthly Reference Rate How often are records referred to which are: One to six months old 12,360; Seven to twelve months old 6,000; Thirteen to twenty-four months old 2,000 twenty-five months and older 1.000 ? 9. Annual Rate of Accumulation of Records ; Shelves ; Other (specify) 5/8 15 drawers - 3 __; Legal-size drawers __ Letter-size drawers _____ sections wide.

YES	NO	10. Questionnaire	(Place an "X" in the proper	r column)	130		
Х		a. Is this the offi	a !+3	₹* • •			
				ion requiring security handling? If yes, cite law or re	gulation.ii		
	X	c. Is this a vital re	ecord?		1		
	X	The state of the s	s have historical or long term re	esearch value?			
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these					
	X			er published? If yes, attach copy,			
	Х			er analyzed and/or recorded in a summarized report?			
	Х	h. Is there a dupl	ication of this series in your of	fice, or in another office or agency?			
~	_X	**** -= ·		ly microfilmed?			
	[X _]		d series result in a computer pr				
11.	Retent	ion Requirements	The following requ	uires the series to be kept: See Item 12.			
	a. Sta	te Law	years.	d. Audit period	years.		
		tute of limitation	years.		years.		
1	c. Fed	leral law	years.	f. Federal retention instructions	years.		
	Attach	copy or excerpt of	laws or regulations. Explain add	ministrative need			
			turo or regulations. Explain dai		<u>.</u>		
	Offic	ce reference.					
12		ved Disposition Inst	This seems recom	nmends that the file series be cut off at the end of each	n s		
				☐ Fiscal Year; K Other			
			,				
1	□ Но	ld in the current file	s area month(s)	year(s); then			
(ng area, holdyear				
ţ		insfer to State Recor stroy.	rds Center; holdy	/ear(s); then			
		•	ves for permanent retention.				
ì		ner (Specify)		1			
	Ho	on proof of insur	ance withdraw record from	n active file and place in inactive file; cut off in	activo filo		
			h; hold in current files area		active ille		
					. •		
	(s/	Concur	-0				
		•		JI			
	(Nonconcur	- 10	Director, No Fault Section			
			· · · · · ·	Director, two reads obstron			
				•	•		
	These	instructions apoly to	all prior and future accumula	tions of the series			
			•	79 after system is computerized.			
		Designed (Sign)		Records Management Officer (Signature)	Date		
Weii	ch Lie		lure) Date	records inalagement Officer (orginature)	Date		
y	_6	Voce	11-17-76	Maia Les Welson	11-15-76		
			* • •	State Records Committee (Signature)	Date		
		dations in para-		1 1 1 1 10			
		e approveb. oved, attach letter	State Auditor Vesignee	I was of fruits	12-16-76		
	planat		Secretary of State/Designee	Candel / fast	12-6-76		
			Attorney General/Designee	1 /MA Muell	12-17-76		
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